

Office of Financial Institutions
SEXUAL HARASSMENT

I. PURPOSE:

The OFI is committed to providing all its employees with a workplace free of harassment. The OFI maintains a strict policy prohibiting sexual harassment and harassment on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status, liability for service in the Armed Forces, or any other characteristic protected by applicable law.

II. APPLICABILITY:

This prohibition applies to all employees, vendors, or customers of the OFI. No employee is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in agency business.

III. DEFINITIONS:

A. Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

B. The following is a partial list of conduct that is considered sexual harassment:

1. Unwanted sexual flirtations, advances, or propositions.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening retaliation after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, and displaying sexually suggestive objects, pictures, cartoons, calendars, or posters.

5. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, and comments about an employee's body or dress.
 6. Written communications of a sexual nature distributed in hard copy or via a computer network.
 7. Verbal sexual advances or propositions.
 8. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, and suggestive or obscene letters, notes, or invitations.
 9. Physical conduct such as touching, assault, impeding, or blocking movements.
- C. Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.
- D. The OFI also prohibits harassment on the basis of race, color, national origin, religion, gender, physical or mental disability, age, veteran status, liability for service in the armed forces, or any other characteristic protected by applicable law. Such prohibited harassment includes but is not limited to the following examples of offensive conduct:
1. Verbal conduct such as threats, epithets, derogatory comments, or slurs.
 2. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
 3. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
 4. Physical conduct such as assault, unwanted touching, or blocking normal movement.
 5. Retaliation for making or threatening to make harassment reports to the agency, or for participating in an investigation into harassment allegations.

IV. RESPONSIBILITY:

- A. Each Supervisor has an affirmative duty to maintain his/her workplace free from sexual harassment. This duty includes discussing this Policy with all employees

and assuring them that they are not required to endure insulting, degrading or exploitative sexual harassment.

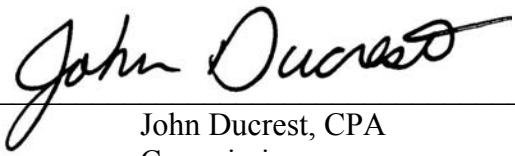
- B. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- C. Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited.

V. COMPLAINT PROCEDURE

- A. Any employee who has complaints of discrimination by anyone, including any supervisor, co-worker or visitor is urged to report this conduct directly to his/her supervisor.
 - 1. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his/her supervisory chain of command, the employee may contact:
 - a. Any other supervisor; or
 - b. Administrative Director, Office of Financial Institutions, P. O. Box 94095, Baton Rouge, LA 70804-9005, Telephone Number (225) 925-4664.
 - 2. If the complaint is filed with a supervisor, it will be the responsibility of the supervisor to report the complaint, through the chain of command, to the Administrative Director.
- B. Upon receipt of a complaint, the Administrative Director (or a delegate) will immediately conduct a complete and thorough investigation. The employee will be advised of the findings and conclusion.
- C. All actions taken to resolve complaints of sexual harassment through internal investigations shall be conducted confidentially.
- D. Any supervisor, agent, or other employee who is found, after appropriate investigation, to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action determined on a case-by-case basis. Actions taken may include warning, reprimand, suspension, demotion or discharge.

- E. OFI strictly prohibits retaliation against any person by another employee or by the agency for using this complaint procedure, reporting harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the agency or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

APPROVED BY:



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Commissioner